Career Action Plan

The Career Action Plan (CAP) is a personal, step by step method to discover your career objectives. Meet with a Career Coach in the FJ Management Center for Student Success to review/revise your results.

STEP 1: SELF DISCOVERY

Go to the following websites and identify job titles that match your interests, values, skills, and strengths. Select and write down careers of interest for each of the three resources.

a. Complete the FOCUS 2 Career Assessment: https://www.usu.edu/careerservices/students/focus2. List careers specified in your FOCUS 2 report that you would like to learn more about.
   
   _______________  _______________  _______________
   _______________  _______________  _______________
   _______________  _______________  _______________

b. What Can I Do With My Major? https://whatcanidowiththismajor.com/major/ List the job titles below that interest you. International Business may be found under Global Studies in this resource.
   
   _______________  _______________  _______________
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   c. O*NET OnLine  https://www.onetonline.org/ Insert job titles identified in a-b above into the Occupational Search field. Additional job titles may be found in the top 20 occupations and Related Occupations (10) sections of this resource.
   
   _______________  _______________  _______________
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After completing a-c above, select 2-3 job titles/work functions for which you have discovered a genuine interest and desire to learn more.

   ___________________  ___________________  ___________________

STEP 2: MARKET RESEARCH

Using LinkedIn and leading industry and professional organizations and publications (EX: SHRM, Bloomberg, Harvard Business Review) to research your field and positions of interest. Use LinkedIn to identify Aggie alumni in your field/industry of choice to conduct informational interviews.

   ___________________  ___________________  ___________________
STEP 3: GAP ANALYSIS
Research several job descriptions to determine qualifications. Identify gaps in your skills, knowledge or experience which must be addressed in order for you to qualify for the desired position(s). Use sites such as Handshake, LinkedIn or Indeed to find positions of interest.

Skills

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Knowledge

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Experience

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What methods and resources will you employ to address your identified gaps? (Course selection, trainings, or internship experience)
_____________________________________________________________________________________
_____________________________________________________________________________________

STEP 4: PERSONAL PLAN
Based on your self-discovery, market research, and gap analysis, identify an industry/job you are interested in:

_____________________________________________________________________________________

What Huntsman opportunities will you use to support your success? (Career Readiness Series, Leadership Forums, Major/Minor Choices, Career Exploration Trips, Huntsman Clubs, Focused Fridays)
_____________________________________________________________________________________

What would be your choice of the Top 5 employers that you would like to launch your career with?

_____________________________________________________________________________________

What are the top 3 locations where you would be willing to begin your first internship or full-time position?

_____________________________________________________________________________________

_____________________________________________________________________________________